

# Office Closure Notice

Date: [Insert Date]

Dear [Employee/Staff Name],

We regret to inform you that due to unexpected circumstances, our office will be closed from [Start Date] to [End Date]. This decision has been made to ensure the safety and well-being of our employees and customers.

Please check your email regularly for updates regarding the situation. We encourage you to work remotely if possible and stay connected with your teams.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]